

Welcome to IDOA DSD 2023 Business Conference Virtual Series

Taking You to the Next Level

Today's Webinar:

DSD 101: Introduction to Our Programs
& Services

February 16, 2023 | 10:00 – 11:30 a.m.



Welcome to IDOA DSD 2023 Business Conference Virtual Series

Housekeeping Rules

Things to keep in mind before we begin:

1. Please keep your microphones on mute unless you are a speaking presenter.
2. Feel free to use the chat functions for all questions or comments during this session to remain engaged.
3. This is a recorded session. You are welcome to keep camera on or off during this session.



Creation

Minority Business
Enterprise (MBE)

Women Business
Enterprise (WBE)

Laws and Regulations

- MWBE Statute: **IC 4-13-16.5** defines the development and responsibilities of the Governor's Commission on Minority and Women's Business Enterprises.
- MWBE Regulations: **25 IAC 5** defines the functional requirements of the Minority and Women Business Enterprises Division.
- As of July 1, 2020, by law, the Commission is called Governor's Commission on Supplier Diversity.



Creation

Indiana Veteran Owned Small Business (IVOSB)

Laws and Regulations

- IVOSB Statute: **IC 5-22-14-1** defines “small business”; **IC 5-22-14-2** defines “small business set-aside”; **IC 5-22-14-2.5** defines the “veteran” and **IC 5-22-14-3.5** defines the eligibility of IVOSB.
- IVOSB Regulations: **25 IAC 9** gives the roadmap to certify eligible IVOSBs and promote and help them in government contracting. The Department “shall perform activities and provide educational information to afford IVBE the opportunity to participate in the state's procurement and contracting processes.



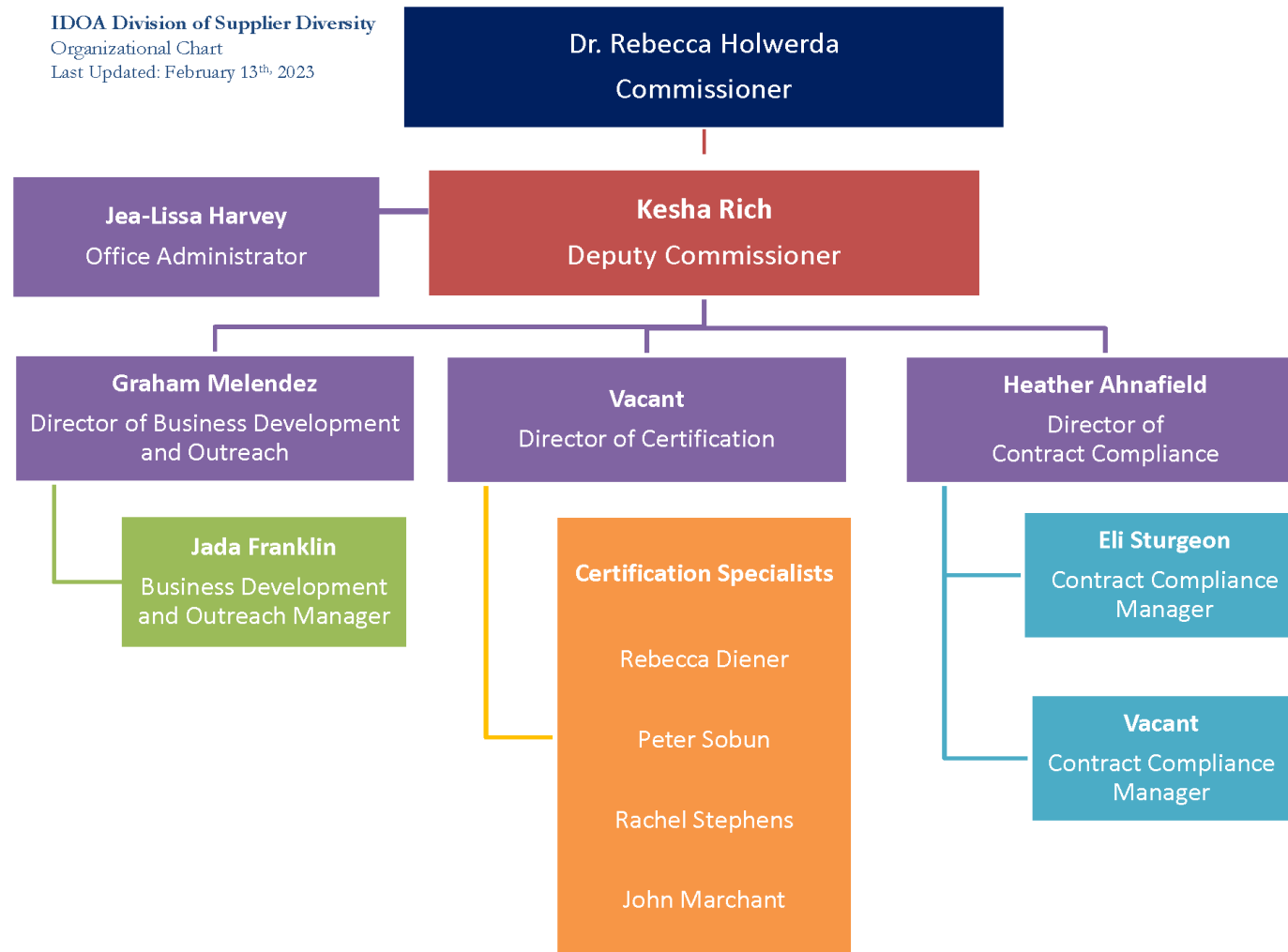
DSD's Mission/Vision

- The Division was established in 1983 and is currently housed within the Indiana Department of Administration (IDOA).
- Promote, monitor, and enforce the standards for certification of Minority and Women Business Enterprises.
- November 2018 – IVOSB is added to DSD's mission.
- Provide equal opportunity to Minority, Women and Veteran Business Enterprises in the state's procurement and contracting process.



DSD Organizational Chart

IDOA Division of Supplier Diversity
Organizational Chart
Last Updated: February 13th, 2023



DSD's 3 Main Functions

Function 1

MBE/WBE
IVOSB
Certification

Function 2

Contract
Compliance

Function 3

Business
Development
& Outreach

M/W/VBE Participation Goals

Goals as of July 1, 2021

Construction	Goods and Services	Professional Services	Weighted Average Goal
Minority 7%	Minority 8%	Minority 8%	Minority 8%
Women 5%	Women 13%	Women 11%	Women 10%
Veteran 3%	Veteran 3%	Veteran 3%	Veteran 3%

Benefits of Certification – MBE/WBE

Function 1

Certification

MBE/WBEs Certification is valid for 3 years:

- Certification opens doors once closed to MBE/WBEs.
- Certified MBE/WBEs qualify for subcontracting opportunities on state contracts.
- Certified MBE/WBEs qualify as an MBE/WBE for purchasing by casinos and state universities, as well as other public and private organizations.
- Certified MBE/WBEs receive notification of state business opportunities.

Benefits of Certification - IVOSB

Function 1

Certification

Certification for IVOSBs means:

- Ability to be counted for participation as an IVOSB on state contracts.
- Goal of 3%.
- Certified IVOSBs receive notification of state business opportunities.

Eligibility Requirements – MBE/WBE

Function 1

Certification

- ☐ Basic requirements for the business owner are:
 - *Ownership*
 - *Control*
 - *U.S. Citizenship*

- ☐ For the business itself: it must show that it is a functional business “with a reasonable chance of success in the public sector.”
 - *Must show what work it has performed/goods sold*
 - *Must demonstrate proof of payment*
 - *Must be financially stable*

Eligibility Requirements - IVOSB

Function 1

Certification

- ☐ Basic requirements for the business owner are:
 - *Ownership*
 - *Control*
 - *U.S. veteran or on active duty*

- ☐ Can be either certified by the US VA's OSDBU, or seek certification directly by the State.
 - *Federally certified firms expire in 3 years*
 - *State certified firms expire in 2 years*

Firms Already Federally Certified - IVOSB

Function 1

Certification

- ☐ For recognition of Federal Certification – must provide:
 - Copy of VA OSDBU certification letter

- ☐ To be listed in the directory of certified firms:
 - Application form
 - ID
 - DD214 or NGB-22
 - W9

Certification Process



Application Submitted



Applications are received by the Division & date stamped
Applications are checked to see if required documentation is provided; if not it is sent back



Completed applications are logged into the repository



The Division assigns the application to a Division team member for review

Application Review



The application and the documentation are examined; any additional documentation is requested as necessary

Any necessary applicant interviews and/or site visits are conducted



The Certification Recommendation Report is submitted

Certification Recommendation



Business Eligible

The Division reviews the Recommendation Report

Question & Discussion Period

Certification Letter signed and mailed

System is updated to indicate certification



Business Ineligible

The Division meets to discuss the report

The Division meets with IDOA legal counsel

Preliminary denial is prepared and sent to the applicant

Applicant chooses one of the following options
- Withdraw Application (applicant can reapply any time)

- Take No Action (letter of denial is sent)

- Provide Additional Information
(If additional information does not demonstrate certification eligibility, a letter of denial is sent)

Applicant may appeal the denial, in which case a hearing before an administrative law judge is held

Before Contract

Function 2

Contract Compliance

- ❑ Promote the utilization of MBE/WBE and IVOSB through presenting information at pre-proposal meetings.
- ❑ Post bid opportunities on the Division of Supplier Diversity website.
- ❑ Assist primary contractors in search of subcontractors to include in subcontractor participation plan.
- ❑ <http://www.in.gov/idoa/mwbe/2743.htm>

This list is updated every 24 hours.

During Contract

Function 2

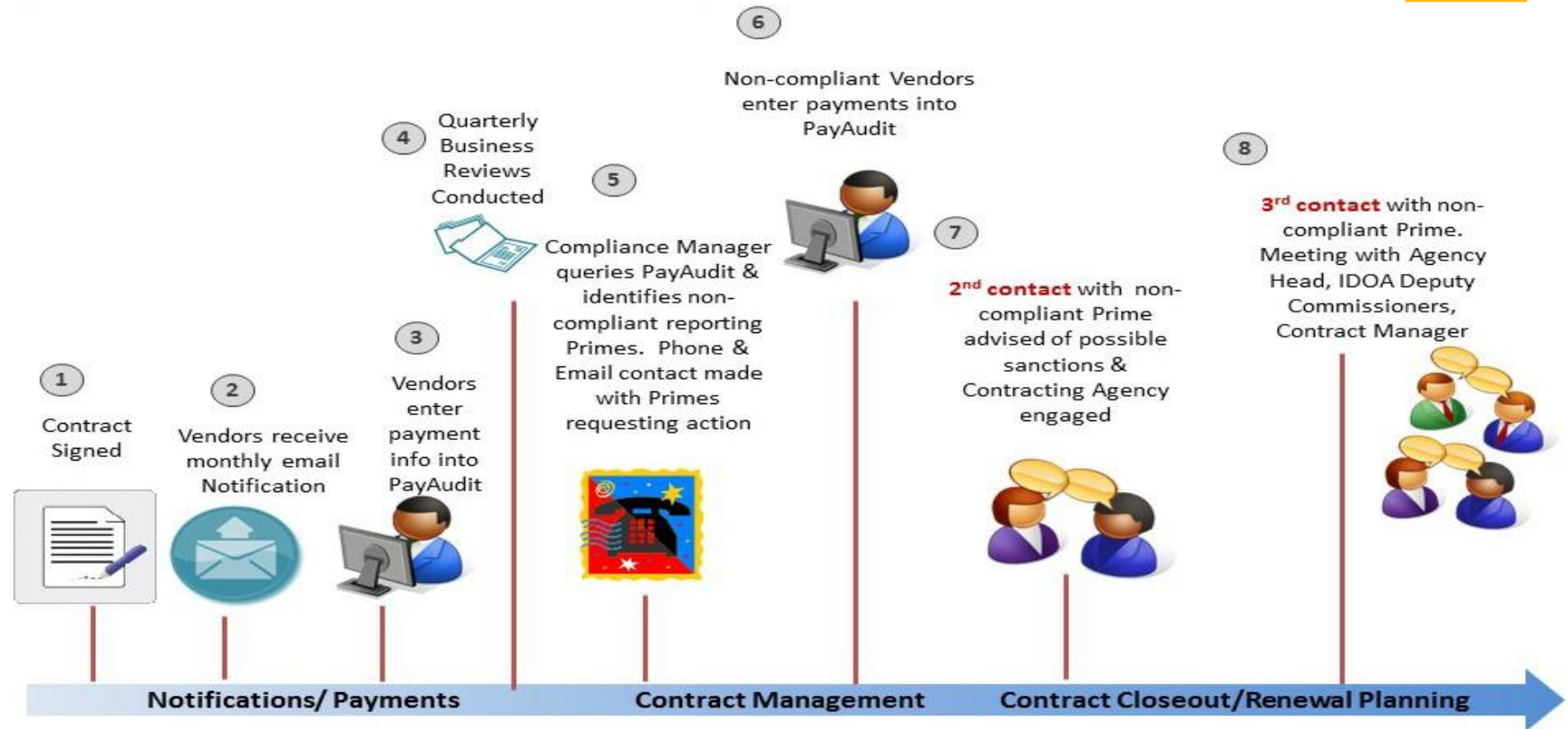
Contract
Compliance

- ❑ Monitor MBE/WBE and IVOSB utilization on contracts through the Pay Audit System and/or other reporting tools.
- ❑ Act as the liaison between the prime and subcontractor when compliance issues arise.
- ❑ Ensure subcontractor commitments are met.
- ❑ Serve as final approval authority on requests to change subcontractor participation plan.

Contract Compliance Process

Function 2

Contract Compliance



Contract Compliance Process

Function 2

Contract
Compliance



Connecting MBE/WBEs and IVOSBs to the Opportunities

Function 3

Business Development & Outreach

- ❑ Division offers an assortment of networking opportunities throughout the year for our certified minority and women businesses.
- ❑ The goal of the MBE/WBE and IVOSB Business Outreach team is to provide small business owners with tools they need to help their business succeed.
- ❑ The networking opportunities allow those small businesses to connect with decision-makers at local and large corporations they would not normally have the opportunity to connect with.

Save the Dates 2023

Function 3

Business
Development
& Outreach

- ❑ 1st Quarter Governor's Commission on Supplier Diversity Meeting - Friday, February 24, 2023
- ❑ Pepper Construction of Indiana - Tuesday, March 7, 2023
- ❑ Pay Audit Webinar - Wednesday, March 15, 2023
- ❑ Preparation Meeting Opportunity: Identifying Opportunities With the State - Wednesday, March 22, 2023
- ❑ Certification Webinar - Wednesday, April 19, 2023

Other Resources

DSD Subcontractor and Other Opportunities

<https://www.in.gov/idoa/mwbe/2488.htm>

IDOA Procurement Contract Opportunities

<https://www.in.gov/cgi-bin/idoa/cgi-bin/bidad.pl>



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Questions?

